

NC DEPARTMENT OF CRIME CONTROL & PUBLIC SAFETY
Certified Law Enforcement Branch
Public Safety Director

Description of Work: The primary purpose of the position is to direct and manage the law enforcement and fire prevention and protection functions of the Butner Public Safety Department and coordination of programs and activities with officials of the Department of Crime Control and Public Safety and of federal, state, and local agencies within the Butner jurisdictional area. Employees are responsible for all division operations. The employees may manage the budget for the department and make the final department level decisions on all financial management issues; purchasing and logistics responsibilities; retain final authority for approval of all policy and procedural recommendations or changes; make decisions relevant to personnel actions such as selection decisions, disciplinary action decision, and dismissal decisions; oversees the Performance Management System, including the development of work plans and performance standards and protocols; oversees platoon operations; and oversees officer training. The employees have significant public relations role in the community.

Minimum Training and Experience

A four year degree from an accredited college or university and five years experience in law enforcement, three of which must have been supervisory in nature, or an equivalent combination of training and experience.

Necessary Special Qualifications

Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission.

Competency Profile	Definition
<i>Technical Knowledge</i>	Understands the concepts, practices, and theories used in the technical specialty area under his/her direct control and applies these specific or broad disciplines that include varied levels of detail.
<i>Building Partnerships</i>	Develops and uses collaborative relationships to facilitate the accomplishment of work goals. Identifies opportunities and takes action to build strategic relationships between work unit, division or department and other groups both internal and external including: local governments, stakeholders, the Legislature, or other organizations.
<i>Strategic Planning</i>	Builds long-range plans to fulfill legislative or mission driven organizational goals, Identifies organizational structures and systems needed to support identified goals.
<i>Fiscal/Resource Management</i>	Allocates resources, plans procurement and oversees budgets to ensure fiscal stability of the organization.

NC DEPARTMENT OF CRIME CONTROL & PUBLIC SAFETY
Certified Law Enforcement Branch
Public Safety Director

Functional Competencies	Contributing	Journey	Advanced
<i>Technical Knowledge</i>	n/a	Possesses a thorough understanding of concepts, practices and theories used in the technical specialty area. Understands principles of supervision, management, budgeting, human resources, policy making, policy implementation, policy analysis, and performance management.	Possesses a significant expertise and understanding of concepts, practices and theories used in the technical specialty area(s). Displays an exceptional understanding of technical/professional information and demonstrates the ability to use it while independently accomplishing the assigned task. Thoroughly understands principles of supervision, management, budgeting, human resources, policy making, policy implementation, policy analysis, and performance management.
<i>Building Partnerships</i>	n/a	Builds productive relationships with key individuals and groups --both in/out of the agency -- to achieve mutually agreed upon goals. Develops internal/external relationships to ensure problem resolution and idea development.	Analyzes the organization to identify key relationships that should be initiated or improved to further the attainment of organization's goals.
<i>Strategic Planning</i>	n/a	Observes and recommends needed changes in Division structure and allocation of manpower. Identifies technical and administrative policies and procedures that may affect potential success. Presents the strategic plan to subordinates and uses the plan to guide and develop technical and administrative solutions for the Division. Thoroughly supports the mission, goals, strategic plan and assists Division members in supporting their overall goals.	Oversees and makes needed changes in Division structure and allocation of manpower. Implements technical and administrative policies and procedures that may affect potential success. Displays a thorough knowledge of organizational structure and responsibility of internal and external work groups and how the Division works to fulfill the strategic plan, while furthering the goals of the Department and the Governor.
<i>Fiscal/Resource Management</i>	n/a	Makes sound decisions on procurement of equipment, supplies, or services. Prepares and adjusts budgets as appropriate or directed. Identifies, applies, and administers funds from alternative sources including grants or federal/state funds.	Considers long-term impact of financial resources when establishing goals. Considers business needs of the organization when requesting state or federal funds.